

**LOUDOUN COUNTY PUBLIC LIBRARY
LIBRARY POLICIES**

- 1) Access of Minors to Library Materials
- 2) Audiovisual Equipment Policy
- 3) Children and Young Adult Services Policy
- 4) Collection Development Policy
- 5) Confidentiality Policy
- 6) Facility Use Policy
- 7) Fees for Library Services Policy
- 8) Friends of the Library Policy
- 9) Future Library Facilities Policy
- 10) Gift Solicitation Policy
- 11) Grants Policy
- 12) Internet Use Agreement Adult
- 13) Internet Use Agreement Child
- 14) Internet Use Policy Espanol
- 15) Internet Use Policy
- 16) Library Bill of Rights
- 17) Library Card Policy
- 18) Library Closing Policy
- 19) Library Rules of Conduct Policy
- 20) Naming of Libraries Policy
- 21) Programming Policy
- 22) Public Access Computer Policy
- 23) Sale of Goods and Materials in the Library Policy
- 24) Services to Citizens with Disabilities Policy
- 25) Site Selection Criteria for Future Libraries Policy
- 26) The Freedom to Read
- 27) Volunteers Policy
- 28) Young Child Supervision Policy

LIBRARY POLICY (1)
ACCESS OF MINORS TO LIBRARY MATERIALS

Responsibility for the reading, listening and viewing of library materials by minors rests with their parents or legal guardians and not with the library staff.

Adopted 9/19/94
Revised 6/20/12
Reaffirmed 6/17/13

LIBRARY POLICY (2)
AUDIOVISUAL EQUIPMENT USE

1. Assistive equipment for those with vision and/or hearing impairments will be loaned at no charge to individuals and groups.
2. Other audiovisual equipment will be loaned at no charge to non-profit organizations and other County departments and agencies.
3. Users will be required to present a valid Loudoun County Public Library card and to sign a financial responsibility form.

Adopted 1/23/92
Revised 2/15/93
Reaffirmed 6/17/13

LIBRARY POLICY (3)
CHILDREN AND YOUNG ADULT SERVICES

Every young person in Loudoun County, from infancy through the teen years, will have available an accessible, free public library which provides appropriate materials, resources, and reader guidance to meet their informational and recreational needs. Library service for youth, a vital and integral part of public library service, contributes to individual growth and development.

Services that are available for adult users will be provided for children and young adults.

Library staff will work with young people to provide services when, where, and how these services are most needed. Cooperation with other local agencies serving youth and close working relationships with schools are essential.

Adopted 10/24/91
Reaffirmed 6/17/13

LIBRARY POLICY (4)

COLLECTION DEVELOPMENT

Summary

The goal of Loudoun Public Libraries is to provide the citizens of Loudoun County with a range of materials in a variety of print and non-print formats to meet their informational, cultural, educational, and recreational needs and interests.

To meet this goal, the library system has developed procedures for selecting, evaluating, re-evaluating, and withdrawing materials. The intent of the procedures is to assure that the collection reflects contemporary ideas as well as traditional points of view and that materials are available in diverse media.

The library system endeavors to provide a range of opinions, majority and minority, on all subjects and does not exclude materials on the basis of the author's or producer's point of view. The library system also attempts to avoid collections that reflect inordinate responsiveness to a single point of view.

Individual use of library materials is a private and personal matter. All citizens are free to reject for themselves materials of which they may disapprove; no citizen may restrict the freedom of use and access for others. Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians and not with the library staff. Selection of library materials is not inhibited by the possibility that materials may come into the possession of children.

Suggestions from the public regarding selection, retention, or reconsideration of materials are encouraged and are reviewed promptly.

The Board of Trustees of Loudoun Public Libraries hereby endorse the American Library Association Bill of Rights and Freedom to Read position on equal access for minors and interprets these statements to include all library materials regardless of format. Responsibility for the selection and removal of books and other library materials is delegated to the Director, who may delegate that responsibility to other library staff.

Material selection will be consistent with the roles of the library branches as defined in the Library's Service Plan. Books and materials are selected according to intrinsic merit, subject treatment, community interest, and contribution to a balanced collection in the library system. No single standard of suitability can be applied in all cases.

The volume and nature of requests for access to library materials by members of the public is a significant factor in selection. Flexibility, open-mindedness, and responsiveness will be exercised during the evaluation process.

LIBRARY POLICY (4)

COLLECTION DEVELOPMENT

Materials are selected to present a variety of opinions on a subject and are judged as a whole rather than on isolated passages.

Collection Maintenance

The library may dispose of any materials, cataloged or uncataloged, by transfer of ownership or discard, as staff deem appropriate. Unusable items transferred to the ownership of a library support group may be sold at the discretion of that group.

Outdated materials, unnecessary items, books no longer of interest or in demand, unused duplicates, worn or damaged copies will be removed. Materials in poor condition or containing obsolete information discourage use of the library.

In accordance with library guidelines, staff will make every effort to transfer items in usable condition but no longer needed in the library system to local community groups or organizations or to library support groups.

Materials that still have potential usefulness may be transferred to a larger library or special collection. Titles considered to be classics in their field will be available in the system.

Items deemed lost or missing are withdrawn from the library's holdings.

Gifts

The Library reserves the right to decide use, condition of display, and final disposition of all gift material it receives.

Gifts are considered for acceptance on the same basis as materials for purchase. The cost of processing and the availability of shelf space are also factors in determining the acceptance of gifts.

The Library may provide a receipt acknowledging the number of donated items, but will not attempt to estimate their value.

The Library may forward items deemed unusable to library support groups or outside agencies/organizations. Gifts will not be returned to the donor.

Adopted 12/12/91
Revised 1/23/95
Reaffirmed 6/17/13

LIBRARY POLICY (5)

CONFIDENTIALITY

In accordance with all federal, Virginia, and local laws, confidentiality of all library patrons' library use will be maintained. In the case of children under 17, parents or legal guardians shall have complete access to their minor child's records in order to prevent the library from placing unnecessary obstacles between parent and child.

Adopted 11/14/91
Revised 3/19/03
Effective 7/1/03
Reaffirmed 6/17/13

LIBRARY POLICY (6) FACILITIES USE POLICY

SUMMARY

The mission of Loudoun County Public Library (LCPL) is to be the community's information center, providing free and equal access to a full variety of library resources and innovative technologies to enhance the quality of life and meet the informational, educational, and cultural interests of the entire community. The following policy, governing the use of library facilities, reflects this mission.

LCPL makes available public facilities, as defined in this policy, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups. Library facility use does not constitute the Library's endorsement of the beliefs, ideas, or policies expressed by organizations or individuals using the space.

"Library facilities" refers to space in and around all LCPL buildings, including lobbies, meeting rooms, grounds, parking lots, and unspecified library spaces.

In all library facilities, Library-sponsored programs and activities take precedence over other activities. Use of library facilities by outside organizations or groups may not interfere with regular library operations or services.

Facility users and library patrons must comply with the Library Rules of Conduct Policy (20); any individual(s) who fails to abide by this policy may be asked to leave the Library and/or lose the privilege to use library facilities. In addition, all facility use must adhere to all applicable laws, including the Code of Virginia, the Codified Ordinances of Loudoun County, and any town ordinances within town jurisdictions.

In accordance with the Library Rules of Conduct Policy (20), no solicitation is allowed at the Library. Groups/individuals using library facilities may not approach patrons while in library facilities or on library grounds. Communication between group representatives and the public is permitted when initiated by the public. No donations may be required or solicited. Failure to abide by established laws, policies, and guidelines may result in a group/individual being asked to leave the Library and/or losing the privilege to use library facilities.

There is no charge for use of library facilities by government, civic, educational, and cultural groups or organizations. Permission to use any library facilities must be obtained in advance from the branch manager or his/her designee. All facility use must follow this policy and any applicable guidelines.

The branch manager (or designee) reserves the right to refuse groups the use of library facilities whenever, in his/her best judgment, the use does not conform to this policy. Available space varies significantly among branches and not all branches can accommodate use by civic, educational, and cultural groups or organizations at all times.

LIBRARY POLICY (6) FACILITIES USE POLICY

The name, address and phone number of the Library may not be used as the official address of any organization using library facilities, nor may any non-library group using library facilities publicize its activities in such a way as to imply library sponsorship.

The County of Loudoun and LCPL are not liable for damages caused to the user or his or her property while using Library facilities, and the County of Loudoun and LCPL will be held harmless from any liability to third parties for injury caused by the group or any persons or groups while using library facilities.

LOBBIES AND UNSPECIFIED LIBRARY SPACES

In order to maintain a welcoming environment and ensure free and unimpeded access to LCPL and its services, the use of lobbies will be limited to non-partisan voter registration and blood drives. Partisan, political, and religious activities are prohibited, as are fundraising or sales of any kind.

The individuals or group sponsoring the activity must obtain approval in advance from the branch manager (or designee); the purpose of the activity and the dates and times the activity will take place must be provided. The branch manager (or designee) will allow only one activity at any time.

The individuals or groups sponsoring the activity must be in attendance at all times. Those in attendance may not approach or initiate conversation with any library patron.

Unattended collection bins, chairs, tables, or booths may not be set up in lobbies, except by the Library, Library Advisory Boards/Friends Groups, Loudoun Library Foundation, and Federal, Commonwealth, or County government agencies.

This policy does not apply to libraries that have no lobby separate from the library itself, including Gum Spring, Lovettsville, Middleburg, and Sterling. At these locations, the branch manager (or designee) has the authority to approve where and when non-partisan voter registration and blood drives may occur.

MEETING ROOMS

The Library's meeting rooms are available during normal operating hours. Official government business by federal, state, county or town governments may use the meeting rooms at other times as authorized by the branch manager. The rooms can only be reserved up to two months in advance.

Only library-related groups and other government departments and agencies, either sponsoring or co-sponsoring a program, may charge an admission fee or sell a product. All meetings or programs must be open to the public.

LIBRARY POLICY (6)

FACILITIES USE POLICY

For-profit groups or individuals may use the rooms under the following conditions:

1. A room use fee will be paid when the room is reserved.
2. No admission charge, request for donation, or tuition may be required or solicited.
3. No products or services may be sold.
3. Personal information from program attendees may not be solicited.

(See Schedule of Fees for profit-making organizations and individuals.*)

LIBRARY GROUNDS

Library grounds, including all space owned/controlled by LCPL outside of library buildings, is public space subject to regulation as part of the Library Facility Use Policy.

Smoking and use of tobacco products are prohibited on library grounds and in all library buildings.

Bicycles, skateboards, and skates may be used on library grounds. "Board-sliding" and related tricks on library property (including but not limited to curbs, stairs, bannisters, benches, chairs, tables, and waste receptacles) are prohibited. Board-sliding and related tricks damage library property and are vandalism as defined by the Code of Virginia, § 10.1-1004.

Users of library grounds must deposit all waste into waste receptacles, or remove the waste from library property. Animal waste must be picked up and disposed of in receptacles, or offsite.

Signs, emblems, banners, pennants, etc. may not be posted on library grounds or library building exteriors, except by the Library, library-related groups or county government agencies.

Petition signing is allowed on library grounds with prior notification to and approval by the branch manager (or designee). All petition activity must be conducted outside library buildings at a minimum distance of 25 feet from building entrances.

PARKING LOTS

Library parking lots are reserved for users of library facilities. Use of library parking lots for other purposes is prohibited. At facilities with shared parking lots (Gum Spring, Rust and Sterling Libraries and Library Administration) parking for users of library co-tenants is permitted.

DISPLAYS AND EXHIBITS

LIBRARY POLICY (6) FACILITIES USE POLICY

Display cases and exhibit areas are used for library-sponsored displays that are presented to inform the public of the wide range of issues, events, and interests within the community.

PERMANENT PUBLIC ART

LCPL Board of Trustees supports the placement of permanent public art in library facilities. These works of permanent art shall become the property of LCPL. Public art is defined as publicly accessible art that is an integral part of the facility, enhances the library environment, and engages the community. Review and selection of permanent public art shall follow procedures established by LCPL. The LCPL Board of Trustees shall have the final approval of all permanent works of art placed in library facilities.

PUBLIC ART EXHIBITS

LCPL provides a venue for local artists to exhibit work in a public space. These exhibits allow the public to view local art work throughout the library facilities. Exhibits by an artist rotate among the library facilities and are chosen by staff to reflect a variety of media. Exhibits will be appropriate in scale for the space and size of the library facility and will be community oriented.

HANDOUTS AND BULLETIN BOARDS FOR COMMUNITY INFORMATION

Handouts and publications from community groups and individuals may be displayed at the library if space permits.

The posting or distribution of a particular item does not indicate that the library endorses any organization, cause, or activity.

Adopted 6/17/13
Effective 7/1/13
Revised 9/21/14
Effective 9/21/14

LIBRARY POLICY (7)
FEES FOR LIBRARY SERVICES

The Library Board of Trustees shall set all fees to be charged by the Loudoun County Public Library.

Adopted 10/88
Revised 3/19/03
Effective 7/1/03
Reaffirmed 6/17/13

LIBRARY POLICY (8)
FRIENDS OF THE LIBRARY AND ADVISORY GROUPS

Philosophy Statement

A "Friends of the Library" or "library advisory board" organization constitutes an important community resource for public libraries. It draws from the community and can increase understanding of, and support for, the library within that community. As in any volunteer organization, members are provided with an opportunity to use their time, skills, resources and contacts in a worthwhile community endeavor, while receiving recognition for their efforts.

Friends and Advisory groups generally work outside of the library setting, making library strengths and needs known to the public and governing or funding authorities; for example, Library Board of Trustees, Board of Supervisors. Friends may raise money through book sales, sponsorship of special events or other means at the discretion of the Library Board and staff. The role of the Friends and Advisors is a support group, rather than a policy-making body. Suggestions for service improvements may be directed to the local branch manager.

Standards

1. There should be a written statement of purpose and by-laws on file which should be in accordance with the Policies of the Library Board of Trustees.
2. Funds raised by Library support groups shall not be a substitute for adequate local funding.
3. Funds raised by Library support groups shall be maintained in an account separate and distinct from the library's operating accounts. Such accounts shall be administrated by the appropriate support group.
4. Gifts made to the library by the Friends, by Advisory Boards, or by the Foundation shall conform to library gift and fiscal policies, and shall not be used to dictate library policy.

Adopted 3/87
Revised 2/26/96; 2/21/07
Reaffirmed 6/17/13

LIBRARY POLICY (9)
FUTURE LIBRARY FACILITIES

All future libraries to be built as part of the Loudoun County Public Library System and all existing libraries that may be expanded shall provide a full range of services, including the following minimum services:

1. Space for the circulation of materials.
2. An area for the provision of reference services.
3. An area for the provision of service to children.
4. Separate areas for adult, children's and young adult materials.
5. Separate areas for community meeting space and for children's story times.
6. Work space for staff.

Adopted 1/24/06
Effective 1/24/06
Reaffirmed 6/17/13

LIBRARY POLICY (10)
GIFT SOLICITATION AND ACCEPTANCE

1. Works of Art

Donations to help acquire works of art or donations of art itself may be accepted based on the recommendation of the Library Board of Trustees.

2. Library Materials

Books and other library materials may be accepted by library staff per the Policy on Collection Development.

3. Other

Gifts with a value under \$500, to include gifts of cash, will be accepted by library branch and division managers. Such gifts may include supplies, funds for programming, and labor. Any gifts which have a maintenance impact -- e.g., landscaping and equipment -- must be forwarded to the Library Director for approval by the appropriate County department.

Gifts with a value between \$500 and \$2,500 will be accepted by the Library Director with a recommendation from the appropriate library branch/division manager. Gifts with a maintenance impact will be forwarded to the appropriate County department for approval.

Gifts with a value of \$2,500 or more will be accepted by the Library Board of Trustees upon the recommendation of the Library Director.

All gifts will be evaluated for appropriateness in light of the library's Service Plan and other existing policies. The Library Trustees and staff are under no obligation to accept gifts, items or funds and reserve the right to refuse any gift.

4. Gifts will be reported on an annual basis.

Adopted 9/93
Revised 1/23/95; 2/21/07
Reaffirmed 6/17/13

LIBRARY POLICY (11)
GRANTS

Library staff shall obtain approval from the Board of Trustees before accepting state, federal, or private grants for services or programs which are outside the current service plan or not consistent with library policy.

Adopted 2/15/93
Reaffirmed 6/17/13

LIBRARY POLICY (12)
INTERNET USE AGREEMENT (ADULT)

1. I have read, understand, and will comply with the Loudoun County Public Library Internet Use Policy, the Public Internet Workstations Guidelines for Use, and the Library Rules of Conduct.
2. I understand that site-blocking software is available on the library Internet computers which attempts to screen out content deemed obscene and/or harmful to minors. I also understand that the filtering software may not be 100% effective and may inadvertently allow access to content intended to be blocked, or block unobjectionable content.
3. I understand that the library Internet computers have these filters and that by indicating my preference here the appropriate filtering option will automatically be activated.

☐

Unfiltered

☐

Filtered

Name (print)

Signature

Date

Adopted 12/3/98
Revised 7/26/05
Effective 7/27/05
Reaffirmed 6/17/13

LIBRARY POLICY (13)
INTERNET USE AGREEMENT (MINORS)

1. I am the parent or guardian of the minor (under age 18) listed below. I have read and understand the Loudoun County Public Library Internet Use Policy, the Public Internet Workstations Guidelines for Use, and the Library Rules of Conduct. I agree that my child will comply with these documents.
2. I understand that site-blocking software is available on the library Internet computers which attempts to screen out content deemed obscene and/or harmful to minors. I also understand that the filtering software may not be 100% effective and may inadvertently allow access to content intended to be blocked, or block unobjectionable content.

I choose the following type of Internet access for my child:

_____ Unfiltered

_____ Filtered

Parent's name (Print)

Parent's signature

Child's name (Print)

Date

Adopted 12/3/98
Revised 7/26/05
Effective 7/27/06
Reaffirmed 6/17/13

LIBRARY POLICY (14)
BIBLIOTECA PÚBLICA DEL CONDADO DE LOUDOUN
POLITICA PARA EL USO DEL INTERNET

Misión

1. La Biblioteca pública del condado de Loudoun, el centro de información para la comunidad, brinda un acceso gratis y equitativo a una gran variedad de recursos bibliotecarios y de tecnologías innovadoras que mejoran la calidad de vida y que satisfacen los intereses informativos, educativos y culturales de la toda la comunidad.
2. Nuestra misión se basa en los principios fundamentales del servicio de bibliotecas públicas en la mancomunidad de Virginia que incluyen: información que se brinda tan extensa y completamente como sea posible al máximo posible para los ciudadanos; los individuos son responsables de sus acciones; y los padres son los que tienen la única responsabilidad de decidir sobre cual lectura y a que servicios sus hijos pueden acceder.
3. Para apoyar su misión, la Biblioteca pública del condado de Loudoun ofrece acceso al Internet a los usuarios de la biblioteca con el fin de brindar un máximo de diversidad, opiniones y expresiones, asegurando el acceso a todas las avenidas de ideas para todos los usuarios posibles de la biblioteca.

Internet

La red Internet es un medio no reglamentado que conecta a personas con fuentes de información de todo el mundo, formando una comunidad siempre evolutiva. No todas las fuentes del Internet brindan información actual, correcta, aceptable o completa y es posible que ciertos materiales sean obscenos o nocivos para niños. El sistema de la biblioteca no puede controlar o vigilar el contenido de los materiales en el Internet.

Servicio de acceso Internet

1. La Biblioteca pública del condado de Loudoun le ofrece a sus usuarios acceso al Internet por medio del uso de su equipo de computación. El sistema de la biblioteca no ofrece cuentas de correo electrónico, grupos de noticias Usenet o conversaciones en tiempo real.
2. Acceso al Internet por medio de forma filtrada es suministrada solo por nuestro equipo de computación. Se ofrecen tipos de acceso al Internet “filtrados” y “no filtrados”. El acceso filtrado intenta eliminar contenido que puede ser obsceno o nocivo para niños. Este tipo de acceso no es infalible y puede accidentalmente permitir un contenido inaceptable o bloquear contenido inofensivo.

LIBRARY POLICY (14)
BIBLIOTECA PÚBLICA DEL CONDADO DE LOUDOUN
POLITICA PARA EL USO DEL INTERNET

3. Los monitores pueden tener pantallas privadas instaladas.
4. Un adulto decide que tipo de acceso quiere utilizar. El padre, madre o guardián legal de un menor de edad decide si el menor de edad puede acceder el Internet por medio del uso del equipo de computación de la biblioteca, y si dicho acceso debe ser filtrado o no filtrado.
5. Es posible que el usuario no pueda acceder a un sitio preciso en el Internet debido a circunstancias fuera del control del sistema de la biblioteca.
6. El personal de la biblioteca desea ayudar a nuestros usuarios que quieren acceder a la red Internet. En caso de que el personal de la biblioteca no se halle familiarizado con capacidades o programas específicos, el usuario será responsable por aprender las destrezas necesarias.

Condiciones que rigen el uso Internet

7. Un adulto debe firmar el *Acuerdo para adultos de uso Internet de la Biblioteca pública del condado de Loudoun*, indicando que ha leído la política de la biblioteca y que acepta respetarla, así como versiones futuras de la política, como condición del uso del equipo bibliotecario que da acceso a el internet.
8. El padre, madre o guardián legal de un menor de edad debe firmar el *Acuerdo para menores de uso Internet de la Biblioteca pública del condado de Loudoun*, indicando que ha leído la política de la biblioteca, que acepta que el menor de edad podrá utilizar el equipo bibliotecario que da acceso al Internet, que el menor de edad respetara el acuerdo, así como versiones futuras de la política, como condición del uso por el menor del Servicio de acceso Internet de la biblioteca, y seleccionando si el menor de edad tendrá un acceso filtrado o no filtrado. Un acuerdo firmado que no indique dicha selección no es un acuerdo válido y el menor de edad no podrá utilizar el Servicio de acceso Internet de la biblioteca.
9. Cualquier infracción de la presente política, o de la Política de Conducta del Reglamento de la Biblioteca puede resultar en la suspensión de privilegios de acceso Internet.

Adoptada 1/12/98
Revisada 12/15/10
Entrada en vigor 12/15/10
Revalidada 6/17/13

LIBRARY POLICY (14)
BIBLIOTECA PÚBLICA DEL CONDADO DE LOUDOUN
POLITICA PARA EL USO DEL INTERNET

1. He leído, comprendo y acepto respetar la Política Para El Uso del uso Internet de la biblioteca pública del condado de Loudoun y el Reglamento de conducta de la biblioteca.
2. Comprendo que existe software de bloqueo de sitios en los ordenadores Internet de la biblioteca cuyo fin es eliminar el contenido obsceno o nocivo para niños. Comprendo también que el software de filtración puede no ser eficaz al 100% y que puede accidentalmente permitir acceso a contenido que se desea bloquear, o bloquear un contenido inofensivo.
3. Comprendo que los ordenadores Internet de la biblioteca disponen de dichos filtros y que al indicar mi preferencia en el presente acuerdo, se activará automáticamente la opción de filtración correspondiente.

Sin filtro_____

Con filtro_____

Nombre (Letra impresa)

Firma

Fecha

Adoptado 3/12/98
Revisada 12/15/10
Entrada en vigor 12/15/10
Revalidada 6/17/13

LIBRARY POLICY (14)
BIBLIOTECA PÚBLICA DEL CONDADO DE LOUDOUN
POLITICA PARA EL USO DEL INTERNET

1. Soy el padre, madre o guardián legal del menor de edad (menor de 18 años) indicado a continuación. He leído, comprendo y acepto respetar la Política de uso Internet de la biblioteca pública del condado de Loudoun y el Reglamento de conducta de la biblioteca. Acepto que el menor de edad a mi cargo respetará la Política de uso Internet y la Política del Reglamento de conducta de la biblioteca
2. Comprendo que existe software de bloqueo de sitios en los ordenadores Internet de la biblioteca cuyo fin es eliminar el contenido obsceno o nocivo para niños. Comprendo también que el software de filtración puede no ser eficaz al 100% y que puede accidentalmente permitir acceso a contenido que se desea bloquear, o bloquear un contenido inofensivo.

Selecciono el siguiente tipo de acceso Internet para el menor de edad a mi cargo:

Sin filtro_____

Con filtro_____

Nombre del padre o madre
(Letra impresa)

Firma del padre o madre

Nombre del menor de edad

Fecha

Adoptado 3/12/98
Revisada 12/15/10
Entrada en vigor 12/15/10
Revalidada 6/17/13

LIBRARY POLICY (15)

INTERNET USE

Mission

1. The Loudoun County Public Library, the community's information center, provides free and equal access to a full variety of library resources and innovative technologies to enhance the quality of life and meet the informational, educational, and cultural interests of the entire community.
2. Our Mission is based on fundamental principles of public library service in the Commonwealth of Virginia, which include: providing information, as broadly and as completely as possible, to as many citizens as it can; individuals should be held accountable for their actions; and parents have the ultimate responsibility for deciding what their children read and what library services they receive.
3. In support of its mission Loudoun County Public Library offers Internet access equipment to library customers to offer the widest possible diversity, views and expressions, insuring access to all avenues of ideas, to as many library customers as it can.

The Internet

The Internet is an unregulated medium connecting people and information sources from around the world, forming a constantly changing community. Not all sources on the Internet provide information that is current, accurate, unobjectionable or complete and some materials are obscene and/or harmful to minors. The library system is unable to control or monitor the content of materials on the Internet.

Internet Access Service

1. The Loudoun County Public Library offers its customers access via computer equipment to the Internet. The Library System does not provide electronic mail accounts, Usenet newsgroups, or real-time discussion/chat.
2. "Filtered" forms of Internet access are provided only on our computer equipment. Filtered access attempts to screen out content deemed obscene and/or harmful to minors. It is by no means foolproof and may inadvertently allow content intended to be blocked or block unobjectionable content.
3. Monitors may have privacy screens installed.

LIBRARY POLICY (15)
INTERNET USE

4. An adult decides which form of access to use. The parent or legal guardian of a minor will decide if the minor may access the Internet via Loudoun County Public Library computer equipment and whether access is to be filtered or unfiltered.
5. There may be times when the user may not be able to access a given site on the Internet due to circumstance beyond the control of the Library System.
6. Library staff will be glad to assist our customers in using the Internet. In the event library staff is not familiar with specific programs or capabilities, the customer will be responsible for learning the needed skills.

Conditions Governing Internet Use

7. An adult must sign a *Loudoun County Public Library Adult Internet Use Agreement*, indicating they have read this library policy and agree to abide by it and future versions of the policy as a condition of using the library's Internet access equipment.
8. A minor's parent or legal guardian must sign a *Loudoun County Public Library Minor Internet Use Agreement*, indicating they have read this library policy, agree that the minor may use the library's Internet access equipment, that the minor will abide by it and future versions of the policy as a condition of the minor using the library's Internet access equipment and elect whether the minor's access is to be filtered or unfiltered. A signed agreement without an election is not a valid agreement and the minor will not be allowed to use the library's Internet access equipment.
9. Any violation of this policy or Library Rules of Conduct Policy may result in suspension of Internet access privileges.

Adopted 12/1/98
Revised 12/15/10
Effective 12/15/10
Reaffirmed 6/17/13

LIBRARY POLICY (16)

LIBRARY BILL OF RIGHTS

The Loudoun County Library Board of Trustees endorses the American Library Association's Bill of Rights, which affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library services.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.
Amended Feb. 2, 1961, and January 23, 1980,
Inclusion of "age" reaffirmed January 23, 1996,
by the ALA Council.

Reaffirmed 6/17/13

LIBRARY POLICY (17)

LIBRARY CARD

Every resident of Loudoun County is eligible for a free library card regardless of age.

Resident shall be defined as persons:

- a. living in Loudoun County
- b. owning property in Loudoun County
- c. owning a business in Loudoun County
- d. working in Loudoun County
- e. attending school in Loudoun County

No one else will be eligible to receive a Loudoun County library card.

Residents of other library systems that have reciprocal borrowing agreements with the Loudoun County Public Library shall use their home library card for this purpose, with the registration information input into the Loudoun County Public Library patron database.

This library card entitles patrons to borrow from public libraries in the cities of Falls Church, Alexandria, Winchester, District of Columbia; Arlington, Fairfax, Fauquier, Prince William, Clarke and Frederick Counties in Virginia; and Montgomery, Prince Georges, Frederick and Charles Counties in Maryland; and Thomas Balch.

Adopted 11/14/91

Revised 3/19/03

Effective 7/1/03

Reaffirmed 6/17/13

LIBRARY POLICY (18)
LIBRARY CLOSING

The Loudoun County Public Library Board of Trustees sets the paid holidays for the Loudoun County Public Libraries for the upcoming year at the November Board meeting.

Other days the Library Board decides to close will be administered according to Loudoun County Human Resource policies.

The Library Director has the discretion to close any Loudoun County Public Library due to weather or other immediate emergencies that may arise.

Adopted 2/22/01
Reaffirmed 6/17/13

LIBRARY POLICY (19)

LIBRARY RULES OF CONDUCT

It is our intention to provide library patrons with good service in a pleasant atmosphere. Conduct that disturbs library patrons and staff, or that hinders others from using the library or library materials, is prohibited. Library staff shall have the right to contact the proper authorities and to ask individuals to leave the library when the individuals are in violation of Library Rules of Conduct. Violation of Library Policies may result in loss of library privileges.

1. Damage, destruction or theft of library property is prohibited. Parents are liable for all acts of minors.
2. Children five years of age and under must be accompanied by an older responsible person on the premises. The library may contact the proper authorities when minors (under age 18) are left unattended and do not observe the Library Rules of Conduct during library hours. The library reserves the right to turn over to the proper authorities minors (under age 18) left unattended after library hours.
3. Interference with an employee's performance of his/her duties is prohibited. Such behavior includes but is not limited to verbal abuse, intimidation, sexual harassment or harassment on account of race, religion, ethnic background, gender or sexual orientation.
4. Excessive noise level and boisterous behavior are prohibited.
5. Sleeping is prohibited on library property.
6. Selling or solicitation is prohibited on library property with the exception of library sponsored events.
7. Use of tobacco is prohibited in the library.
8. Food is prohibited in the library except for pre-approved events or in specified areas. Covered beverages are permitted.
9. There shall be no alcoholic beverages served upon or consumed on library property, nor are open containers of alcoholic beverages permitted on library property. Exceptions may be made for library sponsored events with approval by the Library Director.
10. Animals, except handicapped aide animals, are prohibited in the library.
11. Shoes and shirts must be worn in the library.

LIBRARY POLICY (19)
LIBRARY RULES OF CONDUCT

12. All bicycles, skateboards, skates must be left outside the library and the library is not responsible for the loss of such items.
13. Any use of library computers or Internet access that interferes with the activities of the library or its network or is in violation of Virginia Code, including Virginia Code §18.2-374.1:1 (child pornography), Virginia Code §18.2-372-§18.2-374 (obscene materials) or §18.2-377 (obscene materials) or Federal Statutes is prohibited.
14. Copying, displaying, and/or distributing copyrighted works may infringe upon the owner's copyright, protected under law (Title 17 US Code). Any use of computer printing, photocopying, or reproductions which infringe use of copyrighted works is subject to civil remedies and criminal penalties provided by federal law. The person using library equipment is liable for any infringement.

Adopted 1/26/98
Revised 7/26/05; 2/21/07
Effective 7/27/05
Reaffirmed 6/17/13

LIBRARY POLICY (20)
NAMING OF LIBRARIES

1. The library will carry a name that reflects the geographical area in which it is located or which it serves, in order to be understood by patrons; for example, Lovettsville Library.

Exterior signs will identify each library as such; i.e., "The Lovettsville Library," and it may be further identified as "A Branch of Loudoun County Public Library."

2. This guideline notwithstanding, should a major donor in the future contribute a significant amount of the cost of a new building or land, the Library Board could recommend naming that library after its donor, instead.

Additions or rooms may be named after a donor in circumstances in which the donor paid for a substantial portion of or the entire cost of the addition or the room (including construction or renovation) or by donating a designated amount of money, minimum of \$250,000 for a meeting room or area of the building, or minimum of \$100,000 for a study room.

3. Offers of furnishings, equipment, programs or other services will be reviewed by the Library Board or its designated committee and acceptance will be based on consistency with service and facilities plans, the adopted gift policy, and other relevant policies and procedures.

Adopted 10/16/89
Reaffirmed 1/21/10
Revised 6/17/13

LIBRARY POLICY (21)

PROGRAMMING

Programming, an essential service of the Loudoun Public Libraries, is designed to present information in a non-print format, attract new library users, and spotlight materials and services for people unfamiliar with the public library. Library programs provide opportunities for County residents and others of all ages to share cultural, educational and recreational experiences.

The library may participate in cooperative or joint programs with other agencies, organizations, institutions or individuals as part of its own effort to address information needs and to facilitate information access in the community the library serves.

Loudoun County Public Library will offer access to information to people with special needs, providing sign and oral interpreters at all library programs if requested.

Loudoun Public Libraries will also make efforts to accommodate the multilingual or multicultural information needs of those for whom English is a second language.

Within reason, library-sponsored programs on religion, politics, or other potentially controversial issues will be balanced or opportunities will be provided for programs reflecting opposing view points.

Adopted 10/24/91
Reaffirmed 6/17/13

LIBRARY POLICY (22)
PUBLIC ACCESS COMPUTER

Loudoun County Public Library system provides public access computers to promote computer literacy as well as to provide information and recreation to all ages. To foster this goal, library staff and/or volunteers will provide guidance in the use of equipment, software, etc.

The library is not responsible for any lost data or any illegal actions of patrons regarding violation of copyright.

Adopted 10/24/91
Reaffirmed 6/17/13

LIBRARY POLICY (23)
SALE OF GOODS AND MATERIALS IN THE LIBRARY

Sale of goods and materials by library-related groups and other County departments and agencies is permitted within the limits of time and space to handle.

Adopted 12/12/91
Revised 2/15/93
Reaffirmed 6/17/13

LIBRARY POLICY (24)
SERVICES TO CITIZENS WITH DISABILITIES

It is the policy of Loudoun County Public Library to provide services to all community members, regardless of their level of ability or disability. Library users with physical or mental disabilities will have access not only to library buildings, but to library materials, services, programs, and community meetings. Further, they will be served by a staff knowledgeable about and sensitive to their needs.

Adopted 2/27/95
Reaffirmed 6/17/13

LIBRARY POLICY (25)
SITE SELECTION CRITERIA FOR FUTURE LIBRARY SITES

1. The site should be located in an area where the greatest percentage of people will be making stops most frequently.
2. The site should allow for adequate parking and setbacks, as well as for building and parking expansion.
3. The site should offer easy and safe vehicular and pedestrian access.
4. The library should be highly visible on the site.
5. The surrounding land use should complement library use in terms of function, peak use times, traffic patterns, etc.
6. In addition to measures that can be planned for in the building, the site itself should provide a high degree of personal safety for people entering and leaving the building, especially at night.
7. Physical characteristics of a site may impact both construction costs and building size. The topography of the site, therefore, should offer optimum space utilization.
8. The site should be easily accessible for public and private transportation services.
9. The site should be adequate for at least a one-floor building.

Revised 1/23/95
Reaffirmed 6/17/13

LIBRARY POLICY (26)

THE FREEDOM TO READ

The Loudoun County Library Board of Trustees endorses the following joint statement, issued in 1972 by the American Library Association and the Association of American Publishers, and subsequently endorsed by a number of¹ organizations listed.

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label 'controversial' books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we intend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables

LIBRARY POLICY (26)

THE FREEDOM TO READ

change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free men will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those, which are unorthodox or unpopular with the majority. Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept, which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle nonconformist ideas at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral and aesthetic views as a standard for determining what books

LIBRARY POLICY (26)
THE FREEDOM TO READ

should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one man can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author. A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free men can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression. To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous. The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that each individual must be directed in making up his mind about the ideas he examines. But Americans do not need others to do their thinking for them.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large. It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society, each individual is free to determine for himself what he wishes to read, and each group is free to determine

LIBRARY POLICY (26)

THE FREEDOM TO READ

what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one. The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for his purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all bookmen the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but is ours.

A JOINT STATEMENT BY:

American Library Association
Association of American Publishers, 1972.

¹SUBSEQUENTLY ENDORSED BY:

American Booksellers Association, American Civil Liberties Union, American Federation of Teachers AFL-CIO, Anti-Defamation League of B'nai B'rith, Association of American University Presses, Bureau of Independent Publishers & Distributors, Children's Book Council, Freedom of Information Center, Freedom to Read Foundation, Magazine Publishers Association, Motion Picture Association of America, National Association of College Stores, National Book

LIBRARY POLICY (26)
THE FREEDOM TO READ

Committee, National Council of Negro Women, National Council of Teachers of English, National Library Week Program, National Board of the Young Women's Christian Association of the U.S.A., P.E.N.-American Center, Periodical and Book Association of America, Sex Information & Education Council of the U.S., and Women's National Book Association.

Adopted June, 1980, *by* Loudoun County Public Library Board of Trustees

Reaffirmed 6/17/13

LIBRARY POLICY (27)

VOLUNTEERS

The Loudoun County Public Library system recognizes volunteers as an invaluable community resource and welcomes their support. There is an ongoing effort by the Board and staff to pursue creative ways in which library volunteers are incorporated into library services.

It is the policy of the library system that the use of the qualified volunteer is a supplement to paid staff. Volunteers will be assigned to ongoing tasks and/or to limited projects. Their duties will have genuine significance.

Volunteers should be provided with training, supervision and direction by staff.

Adopted 11/14/91
Revised 1/23/95
Reaffirmed 6/17/13

LIBRARY POLICY (28)

YOUNG CHILD SUPERVISION

The Loudoun County Public Library staff cannot assure the safety, care, supervision, or entertainment of children on the library premises, nor can they be expected to prevent children from leaving the building. Adults are strongly encouraged to use the library with young children.

The following are policies relating to supervision of children:

1. Children age two and under will at all times be accompanied and adequately supervised.
2. Children ages three to five will be accompanied and adequately supervised unless the child is attending a scheduled library program designated for unattended three to five year olds, at which time the person responsible for supervision of the child may elect to be absent for the duration of the program or activity but must remain in the building.
3. When a child is accompanied by a supervising caregiver, that person will ensure that the child's behavior is appropriate for a library setting.

Adopted 10/24/91
Revised 6/20/12
Reaffirmed 6/17/13